



Registering for Highway Use Fee

returns and filing options, login with your Connecticut Registration Number.

- > New Business/Need a CT Registration Number?
- > Make a Bill Payment
- > Apply/Renew Tax Exemption Form
- > File Returns/Extension

- > Make a Bill Payment, Estimated Payment, or Return Payment
- > File Returns/Taxes
- > File an Extension
- > Where's my Refund?
- > Upload Earned Income Tax Credit (EITC) Documents
- > File your Earned Income Tax Credit (EITC) Protest
- > View Tax Calculators

- > Taxpayer Service Center Homepage (TSC)
- > myCTREC - Connecticut Real Estate Conveyance Tax Electronic Filing
- > EITC Information





The data you see in this tutorial is completely fictitious. It was made for instructional purposes only. Any resemblance to a real person or business is completely coincidental.

> View Tax Calculators





Note: This tutorial is intended for businesses that have not yet registered with the Connecticut DRS and need to obtain a CT Registration Number. If you already have a CT Registration Number and need to register for the Highway Use Fee account, create a myconneCT username and add a new account. If you already have a myconneCT account, log in and add a new account.

Tutorials are available for creating a myconneCT username ([click here](#)) and Adding a Highway Use Fee Account ([click here](#)).





Username

Password



Locate the **Businesses** group and click the **New Business/Need a CT Registration Number?** Hyperlink.



Businesses

Register a new business, file returns and make payments without creating a myconnectCT username. Available forms to file non-logged on include: Attorney Occupational Tax, Estate and Gift Tax, and Controlling Interest Tax. For other returns and filing options, login with your Connecticut Registration Number.

- > **New Business/Need a CT Registration Number?**
- > Make a Bill Payment
- > Apply/Renew Tax Exemption Form
- > File Returns/Extension



Individuals

Individuals can make payments and file certain forms without logging in. Click on a link below for more options. DRS recommends you create a username for all filing transactions.

- > Make a Bill Payment, Estimated Payment, or Return Payment
- > File Returns/Taxes
- > File an Extension
- > Where's my Refund?
- > Upload Earned Income Tax Credit (EITC) Documents
- > File your Earned Income Tax Credit (EITC) Protest
- > View Tax Calculators



Additional Resources

Shortcuts to other DRS resources

- > Taxpayer Service Center Homepage (TSC)
- > myCTREC - Connecticut Real Estate Conveyance Tax Electronic Filing
- > EITC Information





Carefully read all sections of the Registration Overview. Click **Next** to begin registering your business.

Register a Business



Overview

When should I register?

If you already have a Connecticut Tax Registration number, please use **myconneCT** to manage your accounts.

If you do not have a Connecticut Tax Registration number, use this service to register for the following business account types with the Connecticut Department of Revenue Services:

- Admission and Dues Tax
- Alcoholic Beverages Tax
- Cigarette Licenses/Tax
- Corporation Business Tax
- Dry Cleaning Establishment Surcharge
- Electronic Cigarette Products Tax
- Heating Fuels Distributor
- Highway Use Fee
- Income Tax Trust and Estate
- Income Tax Withholding
- Motor Vehicle Fuels Tax
- Pass-Through Entity Tax
- Petroleum Products Gross Earnings Tax
- Prepaid Wireless E 9-1-1 Fee
- Rental Surcharge
- Room Occupancy Tax
- Sales and Use Tax / Business Use Tax
- Tobacco Products Tax
- Tourism Surcharge
- Truck Fuel Decals (IFTA and CT Motor Carrier Decals)
- Unrelated Business Income Tax

What do I need to register?

In order to complete this business tax registration, you will need:

The Federal Employer Identification Number (FEIN) of the business or the Social Security Number (SSN) of the sole proprietor. If your business does not have an FEIN (and you are not a sole proprietor), you need to apply for an FEIN with the IRS. [Apply for an FEIN.](#)

The legal name of the business or the sole-proprietor's name

The business name (DBA), if applicable

The business address

Banking information to pay permit/license fees (if applicable) **The application fees once submitted are not refundable.**

The names and Social Security Numbers of responsible owners/officers

Note: If you would like to save this REG-1 application and will return to complete it at a later time, select the 'Save Draft' button. Your application will be saved for 30 business days.

Please note

If you need to register for any of these account types and you are not registered with DRS, you must first complete the electronic REG-1 process on **myconneCT** to obtain a Connecticut Tax Registration Number.

You must complete a paper **REG-1 Addendum E**, as applicable, and mail the completed Addendum to DRS. If you are currently registered with DRS and just need to add one of the account types below, then just complete the applicable addendum and mail it to DRS.

Cancel

Save Draft

< Previous

Next >



Please select one of the registration reasons listed, then click **Next**.

Register a Business



Reason for registration (check the applicable box)

- ☒ **Requesting a Connecticut Registration number/Opening a new business including but not limited to:**
- Selling at a craft show, flea market, or other venue in Connecticut or selling over the internet
 - An existing out-of-state business having employees in Connecticut (including nonresident contractors and loan-out companies)
 - A Marketplace facilitator that collects and remits sales tax on behalf of marketplace sellers
- ☐ **Purchasing an ongoing business.**
- The buyer of an existing business may be responsible for tax liabilities of the previous owner. See the Information Publication of Successor Liability for Sales and Use Taxes, Admissions and Dues Tax, Cigarette Taxes, Tobacco Product Taxes, and Connecticut Income Tax Withholding, on the Department of Revenue Services (DRS) website. [Click here to be taken to DRS's website.](#)
- ☐ **Changing organization type.**
- If you were required to receive a new federal Employer Identification Number (FEIN) from the IRS due to an ownership or structure change. Do you need a new FEIN? [Click here to be taken to the IRS where you can apply for a new FEIN.](#)
- ☐ **Household employer intending to withhold Connecticut income tax for housekeepers, nannies, caretakes, etc.**
- ☐ **Other**

Cancel

Save Draft

< Previous

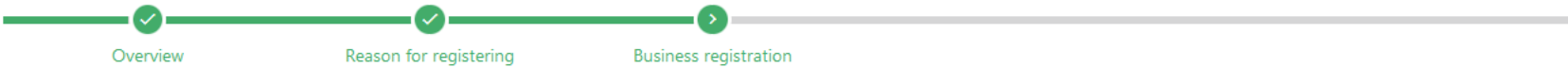
Next >



< Home

Register a Business

Register a Business



Enter customer information

Customer type *

Required

Required

C-Corporation

Estate/Trust

Limited Liability Company

Non-Profit Organization

Partnership

S-Corporation

Sole Proprietor

< Previous

Next >

[DRS Home](#) [CT.gov Home](#) [CT.gov | Business](#) [Feedback/Questions](#)

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Select the applicable Customer Type.



< Home

Register a Business

Provide all relevant customer type information. In this example, the registration is for a Limited Liability Company. Indicate how the entity should be taxed and provide the required ID information. Click Next to continue.

Enter customer information

Customer type
Limited Liability Company ▾

Are you a single member LLC?
☐ No ☒ Yes

Are you a disregarded entity?
☒ No ☐ Yes

Taxed as
S-Corporation ▾

ID type
FEIN ▾

FEIN
54-9593858

Connecticut Secretary of the State business ID. If you need assistance finding this, [please click here to be taken to the Secretary of the State's Business Records Search.](#)

Cancel

Save Draft

< Previous

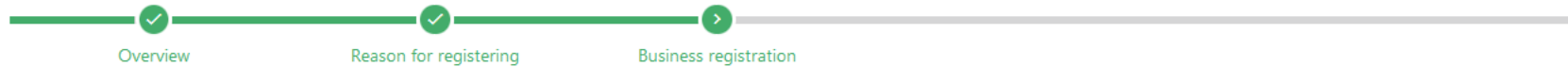
Next >



< Home

Register a Business

Register a Business



Good to Know: If you wish to exit the registration application without saving, click **Cancel**.

To save the registration application and finish it later, click **Save Draft**. You only need to provide an email address and a confirmation number to retrieve the application later.

Use the **Previous** and **Next** buttons to navigate to a previous step or advance through the application.

Cancel

Save Draft

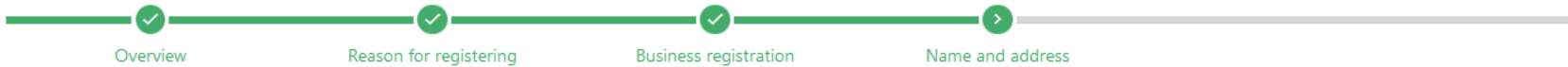
< Previous

Next >



Next, provide name and address information for your business.

Register a Business



Enter business name

Legal name of entity

CT MOVING, LLC

DBA name

Enter business address

Country

USA

Street

800 MAIN ST

Street 2

Unit Type

Unit #

City

EAST HARTFORD

State

CONNECTICUT

Zip

County

Cancel

Save Draft

< Previous

Next >

Address information must be verified. Click the **Verify Address** hyperlink to verify your address.

Enter business address

Country

USA

Street

800 MAIN ST

Street 2

Unit Type

Unit #

City

EAST HARTFORD

State


CONNECTICUT

Zip

06108-0000

County

[Verify Address](#)

 Address needs to be verified

Mailing address

Is your business address also your mailing address? *

No

Yes

[Cancel](#)

[Save Draft](#)

[< Previous](#)

[Next >](#)

Once the address has been verified, select whether the mailing address is the same as the business address. In this example, the Mailing and Business address are the same. Click **Next** to continue.

Enter business address

Country

USA

Street

800 MAIN ST

Street 2

Unit Type

Unit #

City

EAST HARTFORD

State

CONNECTICUT

Zip

06108-3141

County

HARTFORD

✔ Address has been verified

Mailing address

Is your business address also your mailing address?

No

Yes

Cancel

Save Draft

< Previous

Next >

Enter business information

State of incorporation/organization

CONNECTICUT



Date of incorporation/organization

01-Nov-2022



Business bank name

TD BANK

Nature of business activity

Service Provider



Describe major business activities

Moving household and office goods

Choose NAICS code for your primary business activity

You must add the appropriate NAICS code for your business. For more information on NAICS codes, see [Census Bureau information on NAICS codes](#).

Directions

1. Enter a word that describes your business in the Keyword field, or enter 2-6 digits of your NAICS code.
2. Click the Search button.
3. Select the code from the results list.

NAICS Verified

Search

Type

Results



Code

Title

Enter your business information. Provide all required information.

Cancel

Save Draft



< Previous

Next >

Enter business information

State of incorporation/organization

CONNECTICUT

Date of incorporation/organization

01-Nov-2022

Business bank name

Next, choose the NAICS code for your primary business activity. Use the keyword search to narrow your search results. Once you have identified the NAICS code that most accurately describes your business activities, click the code hyperlink.

Once all required business information has been provided, click **Next**.

Choose NAICS code for your primary business activity

You must add the appropriate NAICS code for your business. For more information on NAICS codes, see [Census Bureau information on NAICS codes](#).

Directions

1. Enter a word that describes your business in the Keyword field, or enter 2-6 digits of your NAICS code.
2. Click the Search button.
3. Select the code from the results list.

☒ NAICS Verified

Search

Type

NAICS 2017

Keyword

moving truck

Search

Results

Code

Title

484210

Used Household and Office Goods Moving

484220

Specialized Freight (except Used Goods) Trucking, Local

484230

Specialized Freight (except Used Goods) Trucking, Long-Distance

Cancel

Save Draft

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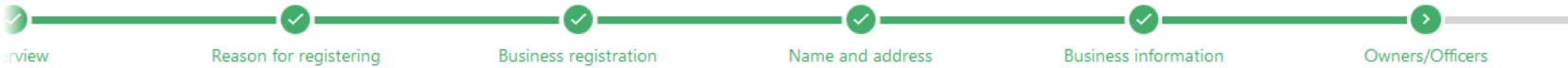
Next >




< Home

Register a Business

Register a Business



Add owners/officers

Single member LLC's must have one owner/officer 

	Officer type	Start date	ID type	ID	Business/Individual name	Address
+ Add a Record						

[+ Add a Record](#)

You must also add owner/officer information. Note that you must provide more than one owner/officer. Click **Add a Record** to begin.

Enter the contact, name, and address details for the owner/officer. Click **Add** once you have entered all required information.

< Home

Register a Business

Register a Business

✓

Review

Reason

Add owners/officers

Single member LLC's must have at least one owner/officer.

Officer type

+ Add a Record

Cancel

Save Draft

Contact

Officer type

Owner

Start date

01-Nov-2023

Individual or business

Individual

Date of birth

ID type

Social Security No.

SSN

***-**-8498

Phone type

Phone country

USA

Phone number

Email address

Name

First

AARON

Middle

Last

GREEN

Suffix

Address

Country

USA

Street

800 MAIN ST

Street 2

Unit type

Unit

City

EAST HARTFORD

State

CONNECTICUT

Cancel

Add

>

Owners/Officers

+ Add a Record

Previous

Next >



< Home

Register a Business

Register a Business



Add owners/officers

	Officer type	Start date	ID type	ID	Business/Individual name	Address
	Owner	01-Nov-2023	Social Security No.	***-**-8498	AARON GREEN	800 MAIN ST EAST HARTFORD CT 06108-3

+ Add a Record

+ Add a Record

Cancel

Save Draft

< Previous

Next >

Repeat the previous steps until all owner/officer information has successfully been added. To edit an entry, click the pencil icon. To remove an entry, click the red X.

Once you have provided all owner/officer information, click **Next**.



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Register a Business

Register a Business



Withholding Tax Registration

Are you an employer that intends to pay wages to resident employees or nonresident employees who work in Connecticut?

<input checked="" type="radio"/> No	<input type="radio"/> Yes
-------------------------------------	---------------------------

Do you intend to make payments of pensions, annuities, retirement distributions, or gambling winnings to Connecticut residents, or do you intend to withhold on non-employee compensation paid to Connecticut residents?

<input checked="" type="radio"/> No	<input type="radio"/> Yes
-------------------------------------	---------------------------

Cancel

Save Draft

< Previous

Next >

Answer the Withholding Tax registration questions as they apply to your business. In this example, the business will not be registered for Withholding tax. Click **Next**.



< Home

Register a Business

\$100.00

Registration Fee

Register a Business



Sales & Use Tax Registration

Do you sell, or will you be selling, goods in Connecticut (either wholesale or retail)?

No	Yes
----	-----

Do you rent equipment or other tangible personal property to individuals or businesses in Connecticut?

No	Yes
----	-----

Do you serve meals or beverages in Connecticut?

No	Yes
----	-----

Do you provide a taxable service in Connecticut? For a list of taxable services, visit the DRS website, [Getting Started in Business](#).

No	Yes
----	-----

Date you started or will start selling or leasing goods or taxable services

01-Dec-2022

Cancel

Save Draft

< Previous

Next >

Answer the Sales & Use Tax registration questions as they apply to the business. In this example, the taxpayer will be registered for Sales & Use Tax. Notice a \$100.00 Registration Fee has been assessed. Click **Next** to continue.



< Home

Register a Business

\$100.00

Registration Fee

Register a Business



Pass-Through Entity Tax Registration

Date you started or will start business in Connecticut

01-Dec-2022



Date you registered with the Connecticut Secretary of the State

01-Nov-2022



Fiscal year end month

December



Cancel

Save Draft

< Previous

Next >

Provide the required Pass-Through Entity tax information then click **Next**.

Review the available account types. Select the Truck Fuel Decals (IFTA /Motor Carrier) account type.

Progress bar: Information (✓), Owners/Officers (✓), Withholding Tax (✓), Sales & Use Tax (✓), Pass-Through Entity Tax (✓), Accounts (>)


Select account type(s) you would like to register for (if applicable)

- ☐ Admissions and Dues Taxes
- ☐ Alcoholic Beverages Tax
- ☐ Cigarette, Tobacco Products, and Electronic Cigarette Products Tax
- ☐ Dry Cleaning Establishment Tax
- ☐ Income Tax Withholding
- ☐ Motor Vehicle Fuels Tax, Heating Fuels Distributor, and Petroleum Products Gross Earnings Tax
- ☒ Pass-Through Entity Tax
- ☐ Prepaid Wireless E-911
- ☐ Rental Surcharge
- ☐ Room Occupancy Tax
- ☒ Sales & Use Tax
- ☐ Tourism Surcharge
- ☐ Truck Fuel Decals (IFTA / Motor Carrier)
- ☐ Highway Use Fee

Buttons: Cancel, Save Draft, < Previous, Next >

Note: If you have selected the Truck Fuel Decals (IFTA /Motor Carrier) account type, you are also required to register for the Highway Use Fee account type. Check the Highway Use Fee check box.

Select account type(s) you would like to register for (if applicable)

- ☐ Admissions and Dues Taxes
- ☐ Alcoholic Beverages Tax
- ☐ Cigarette, Tobacco Products, and Electronic Cigarette Products Tax
- ☐ Dry Cleaning Establishment Tax
- ☐ Income Tax Withholding
- ☐ Motor Vehicle Fuels Tax, Heating Fuels Distributor, and Petroleum Products Gross Earnings Tax
- ☒ Pass-Through Entity Tax
- ☐ Prepaid Wireless E-911
- ☐ Rental Surcharge
- ☐ Room Occupancy Tax
- ☒ Sales & Use Tax
- ☐ Tourism Surcharge
- ☒ Truck Fuel Decals (IFTA / Motor Carrier)
- ☐ Highway Use Fee 

As of November 15th 2022, you must also register for Highway Use Fee if you are registering for IFTA or Motor Carrier

[Cancel](#)[Save Draft](#)[< Previous](#)[Next >](#)

Once all applicable account types have been selected, click **Next** to continue the registration application.

Select account type(s) you would like to register for (if applicable)

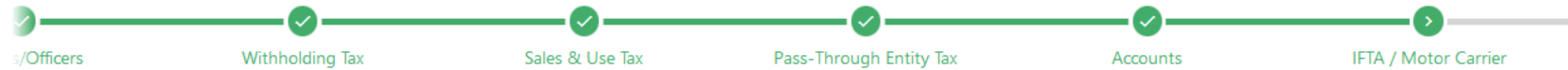
- ☐ Admissions and Dues Taxes
- ☐ Alcoholic Beverages Tax
- ☐ Cigarette, Tobacco Products, and Electronic Cigarette Products Tax
- ☐ Dry Cleaning Establishment Tax
- ☐ Income Tax Withholding
- ☐ Motor Vehicle Fuels Tax, Heating Fuels Distributor, and Petroleum Products Gross Earnings Tax
- ☒ Pass-Through Entity Tax
- ☐ Prepaid Wireless E-911
- ☐ Rental Surcharge
- ☐ Room Occupancy Tax
- ☒ Sales & Use Tax
- ☐ Tourism Surcharge
- ☒ Truck Fuel Decals (IFTA / Motor Carrier)
- ☒ Highway Use Fee

[Cancel](#)[Save Draft](#)[< Previous](#)[Next >](#)



Provide the required IFTA / Motor Carrier related Registration information. In this example, the customer will be registered for Motor Carrier only. Click **Next**.

Register a Business



IFTA / Motor Carrier Registration

Are you an interstate carrier that will operate in Connecticut plus at least one other state outside of Connecticut, include Canada? (IFTA)

No	Yes
----	-----

Are you an intrastate carrier that will operate only within Connecticut? (Motor Carrier)

No	Yes
----	-----

USDOT Number

23984290

Starting November 15, 2022, all IFTA and Motor Carrier accounts will also be registered for **Highway Use Fee**. The commence date for your Highway Use Fee account will be the earlier of the following:

- Date you begin operating vehicles requiring IFTA decals
- Date you begin operating vehicles requiring Motor Carrier decals

If either of those dates is before January 1, 2023 then your Highway Use Fee account will commence January 1, 2023.

Cancel

Save Draft

< Previous

Next >



< Home

Register a Business

\$120.00

Registration Fee

Register a Business



Motor Carrier Registration

Number of vehicles requiring Motor Carrier decals

2

Date you will start operating vehicles that require Motor Carrier decals

01-Dec-2022



I agree that I am ordering decals for the current calendar year that ends on December 31. I will create a separate order before December 31, and after my registration application is fully processed, to request next year decals that begin January 1.

Cancel

Save Draft

< Previous

Next >

Enter the number of decals needed and provide the date you will begin operating vehicles that require Motor Carrier decals, then click **Next**.



< Home

Register a Business

\$120.00

Registration Fee

Register a Business



Highway Use Fee

Your Highway Use Fee account commence date has been determined based on your IFTA or Motor Carrier start date. The USDOT Number provided for your IFTA or Motor Carrier registration will be used for your Highway Use Fee account as well.

Date you will begin operating vehicles in Connecticut that are required to pay the Highway Use Fee

01-Jan-2023

Cancel

Save Draft

< Previous

Next >

Review the Highway Use Fee registration information, then click **Next**.



< Home

Register a Business

\$120.00

Registration Fee

Registration fee and decal payments are due at the time of registration. Select the preferred payment type and click **Next**.

Fee summary

Sales permit fee : \$100.00

Motor carrier decal fee : \$20.00

Number of motor carrier decals : 2

Total registration fee(s) : \$120.00

Select payment type

☒ **ACH Debit/Direct Payment**

Select this option to make a payment with this registration application. The direct payment option allows you to transfer funds by authorizing the Department of Revenue Services and its designated Financial Agents to electronically debit your bank account for the amount of your registration fee payment.

☐ **Credit Card**

Make a credit card payment at the ACI Payments, Inc. website. ****Credit Card payments are subject to a convenience fee.** Credit cards accepted include American Express, Discover, MasterCard, and Visa. After your registration application has been submitted, you will be provided with a button to link to ACI Payments to 'Make a Credit Card Payment'

****A convenience fee will be charged by the credit card service provider. The convenience fee is generally 2.35% of the payment amount, with a minimum charge of \$3.95. You will be informed of the amount of the fee and may elect to cancel the transaction. At the end of the transaction, you will be given a confirmation number for your records.**

Cancel

Save Draft

< Previous

Next >



< Home

Register a Business

\$120.00

Registration Fee

Register a Business



The application fees once submitted are not refundable.

If the funds for this payment come from an account outside the United States, choose 'IAT Direct Payment' as the payment channel type.

Debit Block Codes:

A debit block is when you have notified your bank or financial institution to reject all debit requests against your account unless you have provided a specific "debit block code". For more information and a listing of debit block codes, [click here](#)

Payment Channel

Type *

Required



Payment

Payment Date

20-Nov-2022

Amount

120.00

Confirm Amount *

Required

In the Payment Channel section, select the Payment Channel type.

Register a Business



Enter all required bank information. In the Payment section, confirm the payment amount. Once you have entered all payment information, click the **Next** button.

Payment Channel

Type

Direct Payment

Bank Account Type

☒ Checking

☐ Savings

Routing Number

226070856

Bank Name

CAPITAL ONE, N.A.

Account Number

12345

Confirm Account Number

12345

Payment

Payment Date

20-Nov-2022

Amount

120.00

Confirm Amount

120.00

Cancel

Save Draft

< Previous

Next >

Before you complete your registration, you must create a **myconneCT** logon. This will allow you to obtain your Connecticut Tax Registration Number and manage your taxes online.

Create a myconneCT logon

Username

AGreen2022

Email address

agreen22@example.com

Email address confirmation

agreen22@example.com

Your contact name

Aaron Green

Phone

Country

USA

Type

Business Phone

Phone number

(860) 283-9742

Extension

Security

Password

••••••••••

Confirm password

••••••••••

Secret question

What is the first name of your best

Secret answer

K@ty

Passwords cannot be reused

Minimum 8 characters

Passwords must contain both letters and numbers

Passwords must contain special characters

Cancel

Save Draft

< Previous

Next >

Once you have entered all required logon, phone, and security information, click **Next**.

Create a myconneCT logon

Username

AGreen2022

Email address

agreen22@example.com

Email address confirmation

agreen22@example.com

Your contact name

Aaron Green

Phone

Country

USA

Type

Business Phone

Phone number

(860) 283-9742

Extension

Security

Password

••••••••••

Confirm password

••••••••••

Secret question

What is the first name of your best

Secret answer

K@ty

Passwords cannot be reused

Minimum 8 characters

Passwords must contain both letters and numbers

Passwords must contain special characters

Cancel

Save Draft

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Register a Business

\$120.00

Registration Fee

Register a Business



Declarations

I declare under penalty of law that I have examined this application and, to the best of my knowledge and belief, it is true, complete, and correct. I understand that the penalty for willfully delivering a false application to DRS is a fine of not more than \$5,000, or imprisonment for not more than five years, or both.

Sign Here

Authorized signature (name)

Aaron Green

Title

Owner

Date

20-Nov-2022

Cancel

Save Draft

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Submit

Enter the taxpayer signature (name) and title, then click **Submit**.



< Home

Confirmation

Thank you for registering with the Connecticut Department of Revenue Services.

Your submission to **Register a Business** has been received. Upon approval, you will be informed via the email address you supplied.

Please print this page and save the confirmation code below for your records.

- **Confirmation Code:** nxpkcz
- **Submitted Date and Time:** 11/20/2022 11:33:50 AM
- **Legal Name:** CT MOVING, LLC
- **Username:** AGreen2022
- **Amount Paid:** \$120.00
- **Payment Date:** 11/20/2022

Please log in to your **myconneCT** account to view your CT Registration number and maintain your account(s).

To access this submission in the future, please use email: **agreen22@example.com** and confirmation code: **nxpkcz**.

If you have any questions or concerns, please "Send a Message" using the "Messages" feature within the **myconneCT** application.

Connecticut Department of Revenue Services reserves the right to require verification of any information that was entered and may request certain information from you at a later date.

Printable View

OK

Upon successful submission of your registration, you will be directed to a Confirmation page.

You may click the **Printable View** button to view and print a copy of your temporary permit.



[Click here](#) for more tutorials!

- > [Apply/Renew Tax Exemption Form](#)
- > [File Returns/Extension](#)

- > [File an Extension](#)
- > [Where's my Refund?](#)
- > [Upload Earned Income Tax Credit \(EITC\) Documents](#)
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